



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

January 15, 2014

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

IMPLEMENTATION INSTRUCTIONS FOR REPLACEMENT OF THE COUNTY SEAL

On January 7, 2014, the Board of Supervisors approved and adopted a revised County seal which alters the seal's current depiction of the San Gabriel Mission (Mission) to place a proportionally accurate cross at the apex of the roof in order to accurately reflect the cultural and historical role that the Mission played in the development of the Los Angeles County region. The Board also instructed this Office to file the revised seal with the Registrar-Recorder/County Clerk and to phase-in the revised seal throughout the County consistent with the manner in which the current seal was phased-in following the Board's 2004 seal redesign.

Consistent with the instructions issued in 2004 and effective immediately, you should use the new County seal wherever possible and appropriate, consistent with the further guidelines below.

Permanent Depictions of the County Seal

The Internal Services Department (ISD) will be establishing purchasing agreements for the new County seal for all County departments. ISD will be responsible for buildings for which they provide maintenance and will initiate contact to begin the replacement process. Departments that provide their own maintenance can order new County seals directly with the agreement vendor established by ISD. Replacement schedules will vary depending on the number of County seals designated for replacement and the availability of County staff to complete the task. Departments should seek to first replace the most highly visible County seals that are located in facilities utilized by the public and then replace other items accordingly.

Please note that permanent depictions of the County seal include signage found on items that do not have a set replacement schedule. These types of items would include signage found on doors, hallways, walls, conference rooms, etc. Other items eligible for

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

immediate replacement would include signage found on logos, banners, stickers, labels, and frames. ISD and other departments will be responsible for facilities that they maintain and replacing the old County seals within a reasonable time period.

Non-Permanent Depictions of the County Seal

Departments shall continue to utilize existing inventory of County forms that bear the current County seal until they are depleted, which may include departmental letterhead, employee badges, and business cards. All new form, badge, business card and other orders shall bear the new County seal.

Similarly, all uniforms bearing the current County seal shall be utilized until they are no longer usable and are being replaced, and that the new uniforms will then bear the new County seal.

Computer Applications

Departments may contact CEO Public Affairs to request the electronic version of the County seal. ISD will assist in updating the County seal on computer applications (websites, software, etc.) for those departments for whom they provide computer support. Departments not receiving computer applications support from ISD will be responsible for appropriate updates within their departments. The replacement schedule will vary depending on the number of computer applications designated for replacement, and the availability of County staff to complete the task.

Multi-Tenant Facilities

Replacement of the original County seal in leased facilities will be handled by the proprietor of the building.

Leased Facilities

In the event that a department is utilizing office space in a privately-owned building, the affected department may contact ISD with listings of the County seals designated for replacement in these facilities and make arrangements for ISD to gain access to these facilities. ISD will assist departments when requested.

County Vehicles

ISD will be responsible to replace the County seal on vehicles that they maintain. The County seal is generally located in the decal affixed to the vehicles. The replacement of the decals will occur at the regularly scheduled maintenance service of the vehicle.

Individual departments that maintain their own fleets (Public Works, Sheriff and Fire) will purchase decals with the new County seal to place on their vehicles directly from the agreement vendor(s). These departments are encouraged to follow the same replacement schedule that ISD is utilizing for the vehicles that they maintain in that they should replace the seals when the vehicle is due for regularly scheduled maintenance service.

Historical or Monumental Items

Departments are encouraged to use their discretion and reasonable judgment when determining if an item has historical or monumental significance. These types of items are usually dated, are typically dedicated to someone or some significant type of event and have symbolic value to departments. These types of significant items would not be scheduled to be replaced despite the presence of an original County seal on them. These descriptions are not inclusive and there may be other items which would qualify for this exception. Departments can seek guidance from my Office in determining if an item is eligible under the aforementioned definition.

Thank you for your compliance with these procedures. Please let me know if you have any questions, or your staff may contact:

- David Sommers of this Office at (213) 974-1363 (dsommers@ceo.lacounty.gov) for an electronic version of the County seal;
- Jerry Ramirez of this Office at (213) 974-4282 (jramirez@ceo.lacounty.gov) for general questions regarding the implementation effort; and
- David Yamashita of ISD at (323) 267-2136 (dyamashita@isd.lacounty.gov) for questions regarding ISD's role.

WTF:SHK:FC
JR:ib

Attachment

c: Each Supervisor
Administrative Deputies (via electronic mail)

COUNTY OF LOS ANGELES OFFICIAL SEAL



The Native American woman represents the early inhabitants of the Los Angeles Basin, including the area we now call Los Angeles County.

She stands on the shore of the Pacific Ocean with the San Gabriel Mountains in the background.

The engineering instruments—the triangle and the caliper—relate to the industrial construction complex of the County and Los Angeles' vital contribution to the conquest of space.

The Spanish galleon is the San Salvador, which Cabrillo sailed into San Pedro Harbor, October 8, 1542.

The tuna represents the fishing industry of Los Angeles County, and the championship cow, Pearlette, represents the dairy industry.

The Hollywood Bowl indicates the cultural activities, while the two stars represent the motion picture and television industries.

Mission San Gabriel, the first in Los Angeles County, represents the historic role of the missions in the settlement of the Los Angeles region.

The words "County of Los Angeles, California" surround the seal.

(The County Seal was designed by former Supervisor Kenneth Hahn, drawn by Millard Sheets, and adopted by the Board of Supervisors, January 2, 1957 to be effective March 1, 1957. It was initially modified by the Board of Supervisors on September 14, 2004, and once again on January 7, 2014.)

COUNTY OF LOS ANGELES OFFICIAL SEAL

